

**Subject:** This Week at UH West O'ahu - Week of March 22, 2021  
**From:** UHWO Communications Department <uhwocomm@hawaii.edu>  
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## **Bulletin No. 42 from Chancellor Maenette Benham**

**E ala! E alu! E kuilima!  
Awaken! Come together! Join hands!**

Statement of Gratitude: *"There are two ways to live your life. One is as though nothing is a miracle. The other is as though everything is a miracle."* ~Albert Einstein

## **Update COVID-19**

UH President David Lassner provided a comprehensive update on all matters related to COVID-19 and the 10-campus university system in his monthly report to the Board of Regents on March 18. The president also provided an update on the federal funds available to UH after the latest COVID-19 relief bill was signed into law on March 11. The president's report and the update of federal relief funds can be viewed here:

<https://www.hawaii.edu/news/2021/03/18/president-report-march-2021/>

Stay informed about UH Board of Regents and committee meetings by subscribing to email notifications on the [BOR webpage](#). [Click here](#) for the direct link to the subscription page. Email notifications (via Mail Chimp) are sent to subscribers on the days that agendas are posted, typically six days prior to the meeting date.

## **Gradual Reopening of UH West O'ahu Campus**

UH West O'ahu COVID Response Team is working with Chancellor Benham and Vice Chancellor's to roll out a gradual plan for reopening our campus to the general public in fall 2021. Note that we are working with the UH System to ensure that our plans align with all 10-Campus plans for reopening. At the moment, we do not have a definitive plan, however, we are guided by the following commitments:

- Strict adherence to health and safety standards
- Targeting 21%-25% of in-person instructions in the fall
- Flexibility at the division level to determine delivery modes
- Commitment not to switch method of course delivery on short notice unless public health conditions require us to do so
- Transparent and consistent communication

We must be mindful of the possible need to revert to remote instruction and remote work, hence, we will continue close monitoring of public health information and guidelines that potentially affect our fall plans. As an institution that places great value on equity and inclusion, we also will continue to think carefully about how our planning affects each member of our community and their diverse and sometimes disparate needs and desires. A successful return to campus will require of everyone the same empathy, generosity, and teamwork that makes UH West O'ahu a special place to teach and learn. I encourage everyone to think about what they can do personally to help us navigate the next phase of this challenging time.

## Update on our Campus Work Groups

We will have a full update of Work Group actions in next week's bulletin.

### Student Success: Recruitment and Retention:

- For more information contact either iVC Javinar or Instructor Reed Young.

### Student Learning

- For more information contact either VC Moniz or Chair Mary Heller.

### Business Model:

- For more information contact either Dr. Walter Kahumoku or Faculty Senate Chair Dr. Ed Keaunui.

### Campus Efficiencies:

- For more information contact either VC Ishida or Sheri Ching (Business Office)/

## An important message from President Lassner

Aloha,

*Our university, our state, our nation and the world have faced immense challenges over the past year as we have coped with a major pandemic crisis and its devastating economic impacts. At the same time, we have seen a deepening of many of the divisions between people of different backgrounds. A recent manifestation has been the deplorable increase in incidents of violence against Asians, Asian Americans and others of color.*

*Attacks targeting individuals of Asian descent, or who appear to be, have been on the rise since the COVID-19 pandemic started. Many of these attacks in recent months have been directed toward kūpuna (elders).*

*As a higher education institution dedicated to the inclusion and advancement of all peoples, the University of Hawai'i must condemn these acts of violence, discrimination, bigotry and hate.*

*The targeting of Asians and Asian Americans in the wake of the pandemic is one form of systemic racism that persists across our nation. We ask all to stand with one voice in solidarity to condemn these acts of racism, xenophobia, and misogyny. We should also take this opportunity to celebrate each other and lift up all that unites us.*

*Acts of violence or bullying will not be tolerated at the University of Hawai'i. Should such acts of hatred occur on any of our campuses they should be [reported immediately to campus authorities](#).*

*I also ask each and every one of us to be active members of a kind and caring UH community that does not remain silent in the face of the kinds of deplorable behaviors we are seeing across the continent.*

*I thank you all for the aloha you share with each other and our UH community every day. I feel fortunate and honored to work within this great institution, in Hawai'i, and with all of you as we navigate our way to a more kind and just future.*

*Mahalo nui loa,  
David Lassner  
UH President*

**E mālama pono!  
Chancellor Maenette Benham**

## University of Hawai'i COVID-19 resources and announcements

Remember to visit the [UH West O'ahu COVID-19 page](#) and [University of Hawai'i System COVID-19 site](#) for information and updates regarding the COVID-19 pandemic. Among the announcements UH recently shared:

- March 11: "[UH President statement to \\$1.9T COVID-19 relief bill](#)"

# COPING THROUGH COVID

How are you maintaining your mental, physical, and emotional well-being while practicing social distancing? We'd like to hear about your coping mechanisms or personal stories of how you are managing as we navigate these challenging times. Have unique tips to share? Fun activities? Email [uhwocomm@hawaii.edu](mailto:uhwocomm@hawaii.edu) to submit your survival strategies.

Here is a submission from Marnelli Joy Ulep, Program Development Manager, Business Administration Division at UH West O'ahu:

I've been thinking a lot lately about March 2020 and reflected on how much has happened since. A year ago I traveled to an institution for an accreditation site evaluation visit and then the following week I went on a family vacation that was cut short due to the restrictions that were being put in place because of COVID-19.

As a family, we have adjusted to new schedules and my toddler son definitely enjoys having me and my husband home more often. We've enjoyed supporting local businesses, especially restaurants. My son particularly enjoys getting shave ice and my husband has pivoted his interest in photography to focus on food.

Throughout this time, we've also been filled with hope. Last summer we welcomed my nephew to our family — and this year we await the arrival of another addition to our family.



*Photo courtesy of Marnelli Joy Ulep*

## **Free COVID-19 Testing on Campus, March 26**

The University of Hawai'i-West O'ahu campus is serving as a site for free COVID-19 testing on Friday, March 26, from 9 a.m. to 2 p.m., conducted by the State of Hawai'i Department of Health. Rapid Test results are available onsite. Please plan on a minimum time of 30 minutes.

Request an appointment time via email with [kimberly.e.gushikuma@hawaii.gov](mailto:kimberly.e.gushikuma@hawaii.gov) or [deborah.gier.cnst@doh.hawaii.gov](mailto:deborah.gier.cnst@doh.hawaii.gov). You may also call Debby at (719) 387-1416.

The testing will not impact campus operations or parking, except for the expansion lot. The UH West O'ahu campus remains open to employees and visitors, but is closed to the general public.



COVID-19 testing on the UH West O'ahu campus on March 20. Photo courtesy of Lynn Reyes

### **University of Hawai'i kicks off 2021 foodbank food drive**

The Hawai'i Foodbank has kicked off its annual State Employees Food Drive, which runs through May 14, 2021. The issue of hunger continues to be a major challenge facing our community, affecting those most vulnerable among us, and the University of Hawai'i 'ohana is not immune from this issue.

This year, the Hawai'i Foodbank's statewide goal is to raise 35,000 pounds of food and \$150,000. The top five most wanted items are monetary contributions, canned proteins (chicken/tuna), canned meals (stew/spaghetti), canned vegetables/fruit, and rice (five to ten pound bags are preferred). While monetary and food donations will still be accepted across our campuses, we recognize many employees continue to telework and may not physically be on their respective campus. Please note that monetary donations are also being accepted via the Hawai'i Foodbank's Online Donation page. Please make sure you include your campus/unit in the "additional comments" with your donation for appropriate credit to your respective campus/unit.

In 2020, UH employees accounted for more than \$74,000 (representing 190,000+ meals) and over 4,000 pounds of food for the Hawai'i Foodbank, making UH one of the largest contributors among all State offices.

We look forward to continuing the UH's long tradition of support for the Hawai'i Foodbank.

Please take a moment to consider making a contribution to assist those who are most in need.

Information about this year's Food Drive can be found at: <http://www.hawaii.edu/offices/president/foodbank>

Additional Information on Emergency Food Assistance can be found at the Hawai'i Foodbank: <http://www.hawaiifoodbank.org/emergency-assistance>.

### **Yearlong webinar series celebrating stories of all UH campuses continues at Honolulu CC, March 24**

He Ukana Aloha Kā Kīlauea is a special yearlong webinar series celebrating the stories of our islands and our campuses. The series features music, dance, and storytelling from the ten University of Hawai'i campuses. The next session on March 24 will feature song and storytelling from Honolulu Community College. All webinars are noon to 1 p.m. The webinar link is <https://hawaii.zoom.us/j/91499916950> (password: ukana). The He Ukana Aloha Kā Kīlauea series, which kicked off Sept. 23 and 30 from UH Maui College, is presented by the [Hawai'i Papa o Ke Ao Committee](#) at UH. Please see attached flyer for more information.

[Archived videos](#) from the previous sessions — UH West O'ahu hosted on Dec. 9 ([Mele Honouliuli](#)) and Dec. 23 ([Christmas in the Islands](#)) — can be found on the [Hawai'i Papa O Ke Ao YouTube channel](#).

### **Nominations for 2021 Kumupa'a Staff Award nominations due April 5**

[Nominations](#) are now being accepted for the 2021 Kumupa'a Staff Award. The UH West O'ahu Kumupa'a Staff Award recognizes a civil service or administrative professional and technical (APT) employee for outstanding demonstrated work performance, service, leadership, and/or fostering of excellence in higher education.

## Eligibility

Any full-time civil service or APT employee who has been employed continuously for not less than twelve (12) consecutive months at UH West O'ahu.

## Criteria for Selection

1. Making significant improvements in the services of the university;
2. Showing imaginative or creative solutions to difficult department or university problems;
3. Taking an active interest and participating in department or university affairs;
4. Having a good record of competence and sustained efficiency;
5. Demonstrating integrity and dedication to UH West O'ahu's mission and institutional values (Pahuhopu);
6. Contributing to the increased efficiency of the university or the system through such means as eliminating unnecessary duplication, economically combining operations, procedures, reports and/or forms, or eliminating water, fire, health or accident hazards.

## Nominations

[Nominations](#) are being accepted until April 5, 2021. You will be asked to attach a statement (one-page maximum, double-spaced) why you believe your nominee is deserving of this award.

Learn more about UH West O'ahu award-winning faculty and staff on the [Faculty and Staff Awards page](#) on the OPDAS website.

## **Financial Literacy and Strategies Webinar presented by UH Commission on the Status of Women, April 9**

The UH President's Commission on the Status of Women would like to cordially invite you to a FREE webinar on April 9, 2021, from 3:30-5 p.m., that is aimed to inform, educate, and empower the UH community about important financial topics. We are fortunate to have three guest panelists who have expertise in these areas. Please join Marjorie Bennet, Tee Nahinu, and Rosita Chang for a discussion on strategies for building positive financial habits during these uncertain times. See the attached flyer for the registration link (<https://tinyurl.com/CSWwebinar>) and an introduction to our panelists.

## **Requests for tours of Creative Media Facility**

Campus requests for a tour or use of the Creative Media Facility should go to Sharla Hanaoka ([hanaoka@hawaii.edu](mailto:hanaoka@hawaii.edu)), director of the Academy for Creative Media at UH West O'ahu. All requests from non-UH West O'ahu units should go to both Hanaoka and Chris Lee ([cpl@hawaii.edu](mailto:cpl@hawaii.edu)), founder and director of the Academy for Creative Media System.

Please email requests to Hanaoka and Lee at least a week prior to the preferred tour date and time, and parking arrangements should be requested through John Murakami ([jam8@hawaii.edu](mailto:jam8@hawaii.edu)). Please follow these procedures so UH West O'ahu security can maintain health and safety on campus.

## **EAP March 2021 Newsletter**

The Employee Assistance Program (EAP) March 2021 edition of the Hawai'i Employee and Hawai'i Supervisors newsletters are now available. Please see the attached newsletters.

Featured topics this month:

Hawai'i Employee:

- Thinking about quitting your job?
- Do you live with a problem gambler?
- Supporting a partner with anxiety
- On-the-job accident prevention "Law of Large Numbers"
- How to feel more secure about your job
- Overcoming the impact of COVID-19 lockdown
- Presenteeism working while sick
- Time management: finding time nuggets

## Hawai'i Supervisor

- What is "Equitable Workplace"?
- Building constructive confrontation skills
- Are older workers and young workers equal in ability to be productive?
- Build more respectful behaviors and relationships in the workplace
- Addressing personal disclosure regarding EAP information

## Kualaka'i (East Kapolei) Station update

Views of Kualaka'i (East Kapolei) rail station. Images courtesy of Nan, Inc.:



## Distance Learning Tip of the Week – Hide Computer Bookmarks

When screencasting or presenting content from an open browser in Google Chrome or Firefox, you can hide the bookmarks bar. Press Ctrl+Shift+B (in Windows) or Command+Shift+B (in macOS) to hide bookmarks. This reduces visual clutter and protects your privacy. Press the same keys again to bring back your bookmarks. Add this tip, and other handy key combinations, to your desktop Stickies for quick access.

## UH West O'ahu in the News

Honolulu Star-Advertiser\* (March 22): Article about how the [University of Hawai'i could lose control over decisions on construction, renovation, and backlogged repairs across the 10-campus system](#) if the Legislature fails to extend authorization for the UH president to continue acting as its chief procurement officer.

*\*UH West O'ahu students, faculty, and staff have complimentary access to the Honolulu Star-Advertiser's digital subscription via a new program exclusive to the campus. To activate, enter your [hawaii.edu](mailto:hawaii.edu) email at [staradvertiser.com/academic-pass](http://staradvertiser.com/academic-pass).*

News from [Ka Puna O Kalo'i](#)



[Conference on disability and diversity included presentation by UH West O'ahu student](#) - University of Hawai'i–West O'ahu student Andrea Alexander was selected to share her presentation on the African-American foundations of family engagement in education at a recent international conference on disability and diversity.

*The deadline to include your item in the next This Week is Thursday night. Please submit your item using the Communication Department's [Communications Request Form](#).*

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WESTOAHU.HAWAII.EDU



University of Hawai'i - West O'ahu  
[91-1001 Farrington Highway, Kapolei, Hawai'i 96707](#)  
ph: 689-2800 | [westoahu.hawaii.edu](#)



# HE UKANA ALOHA KĀ KĪLAUEA

*The Inter-island Steamer Kilauea is Freighted With Aloha*



In the spirit of Kamehameha V, we celebrate community through song and storytelling from the 10 UH campuses. Please join us for this webinar series.

## **ALL WEBINARS ARE 12PM TO 1PM**

September 23 and 30 (UH Maui College)

October 14 and 28 (Hawai'i Community College)

November 4 and 25 (UH Mānoa)

December 9 and 23 (UH West O'ahu)

January 13 and 27 (Kaua'i Community College)

February 10 and 24 (UH Hilo)

March 10 and 24 (Honolulu Community College)

April 14 and 28 (Windward Community College)

May 12 and 26 (Kapi'olani Community College)

June 9 and 23 (Leeward Community College)



Presented by  
University of Hawai'i  
Hawai'i Papa o Ke Ao

## **Webinar link:**

**<https://hawaii.zoom.us/j/91499916950>**

**Password: ukana**



 University of Hawai'i President's Commission  
on the Status of Women (CSW)

# Financial Literacy and Strategies

The UH CSW invites you to a  
FREE webinar aimed to inform,  
educate, and empower the UH  
community about important  
financial topics.

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Led by a panel of experts:  
**Marjorie A. Bennet, CFA, Partner**  
Chicago Partners, LLC  
**Rosita Chang, Professor of Finance**  
University of Hawai'i Mānoa  
**Tee Nahinu, Assistant Branch Manager**  
University of Hawai'i Federal Credit Union

**APR 9, 2021 • 3:30 PM TO 5:00 PM**



Register at  
<https://tinyurl.com/CSWwebinar>

Marjorie A. Bennett, CFA, is a Partner at Chicago Partners Wealth Advisors. She has been employed in the financial services industry for 3 decades, including VP at Morgan Stanley Institutional. A past board member and long-time active volunteer with the YWCA Kaua'i, she developed and currently leads the now 5 year old Healthy Money Choices Program.



Tee Nahinu, Assistant Branch Manager at University of Hawai'i Federal Credit Union. She has worked in the banking industry for almost 21 years and her areas of expertise are credit and finance.

Rosita P. Chang, Ph.D., CFA, CFP® is Professor of Finance and co-director of the Asia Pacific Financial Markets Research Center at the Shidler College of Business at the University of Hawai'i at Mānoa. Her current research interests include financial literacy and issues related to personal finance and the financial services industry.



**University of Hawai'i President's Commission  
on the Status of Women**

**FINANCIAL LITERACY AND STRATEGIES WEBINAR**

**April 9, 2021, 3:30 – 5:00 p.m.**

The UH President's Commission on the Status of Women invites you to a *FREE* webinar aimed to educate and empower the UH community about important financial topics. This informative panel discussion will be led by the following individuals with extensive experience in the financial field:

**Marjorie A. Bennet, CFA**

Ms. Bennett is a partner at Chicago Partners Wealth Advisors. She earned her BS from the University of Colorado and her MBA from UC Berkeley. She has been employed in the financial services industry for three decades including Vice President at Morgan Stanley Institutional. A past board member and long-time active volunteer with the YWCA Kaua'i, Ms. Bennet developed and leads the 5 year old Healthy Money Choices Program.

**Tee Nahinu**

Ms. Nahinu is Assistant Branch Manager at the University of Hawai'i Federal Credit Union. She has worked in the banking industry for almost 21 years, and her areas of expertise are credit and finance.

**Rosita P. Chang, Ph.D., CFA, CFP®**

Dr. Chang is Professor of Finance and Co-Director of the Asia Pacific Financial Markets Research Center at the Shidler College of Business at the University of Hawai'i at Mānoa. Her current research interests include financial literacy and issues related to personal finance and the financial services industry. Dr. Chang has conducted commissioned studies for international institutions such as the Organization for Economic Cooperation and Development, United Nations Industrial Development Organization, Securities and Futures Commission of Hong Kong, and several Asian stock exchanges. Before joining the University, Dr. Chang served as an independent trustee for Scudder Investments, Inc.

Register now at <https://tinyurl.com/CSWwebinar>





**Q.** What is meant by the term equitable workplace? Is this a new abstract idea, or is it something that can be clearly defined with a business rationale? What is the supervisor's role in an equitable workplace?

**A.** An equitable workplace is a work culture or environment where everyone, regardless of their background (i.e. ethnic origin, race, etc.), believes they have an equal opportunity to be happy, healthy, and productive. The term evolved from diversity awareness and inclusion initiatives, but it is rapidly becoming the dominant way of describing a healthful workplace. Personal meaning and fulfillment in one's job have become paramount. As a result, employees are more aware of inequities and are less willing to tolerate working where they perceive disrespect or exclusion. This makes workplace equity a priority concern for companies and gives it a clear business rationale. There are hard economic costs of ignoring workplace equity. They appear in terms of lower productivity, absenteeism, and turnover. Managers can play significant roles in enhancing workplace equity by making changes in areas of communication, team development, opportunities, policies, and practices.

**Q.** I was sitting in an EAP supervisor training discussing constructive confrontation and referral of troubled employees. I understand how to do it, but to be honest, I have always avoided confronting employees. How can I overcome this fear?

**A.** Supervisors who do not confront employees sometimes struggle with other forms of communication as well, including giving positive feedback. Build your constructive confrontation skills with the "sandwiching technique," providing positive feedback and some corrective instruction, and then closing with a restatement of a positive observation about the employee's performance. Example: "Keoki, good work on helping that customer find the right paint color yesterday. Give them the color list in the sales folder, and it will go faster for you. I was especially impressed with your patience!" Imagine your boss offering no feedback. How would it feel? This awareness may motivate you to do it more often. The EAP counselor can role-play a constructive confrontation with you to build your skills at confronting workers. Note that before confronting employees, have plenty of documentation. Not enough can prompt defensiveness and make it tougher. Consider an in-depth discussion with the EAP staff about anxiety when confronting employees. The counselor may have tips or referral suggestions to help you.

**Q.** Our company treats all employees with respect, and we strive for an equitable workplace. Is there any research that says older workers and younger workers are equal in every respect?

**A.** There are no conclusive studies showing that older workers and younger workers differ in their ability to be productive as a measure of value. Some research shows older workers do not switch jobs as often. And they are also more likely to show up on time and have fewer absences related to calling in sick. A recent study found that all workers benefit from being trusted, supported with adequate resources, and given flexible hours and respect. When these things are absent, however, older workers feel stress more. This reaction is not conclusively related to age alone but to life experience and workplace expectations. <https://www.sciencedirect.com> [search: S0001879118300459]

**Q.** I want to show maximum respect to my employees rather than overlook important ways to demonstrate that I value their expertise. I know this will build morale and enhance my relationship with them. So, what are the areas of interaction with them that I should consider?

**A.** The more you engage in respectful behaviors, the more your relationship deepens. Consider the following. 1) Respect and value your employee's time by acknowledging it when delegating assignments. 2) If you promise something to an employee, deliver on it. 3) If you set a meeting time, don't forget it. 4) Don't offer an assignment without explaining what's expected. 5) Use empathy to identify what employees need in order to be productive. 6) Reach out; don't wait for a request or complaint to come if you anticipate it. 7) Never act like an employee is replaceable. Ultimately, an employee might be easily replaced, but don't use this as a force in your relationship. 8) Treat employees as the experts, which means asking them for their ideas, opinions, and suggestions first. For example, if you need a new file cabinet and want an opinion on what kind, ask the administrative assistant first.

**Q.** I referred my employee to the EAP because of attitude problems. The referral went well, but later the employee shared untrue information with peers about our discussion that prompted the referral. I'd love to rebut what was said, but it would be improper. Do I have any options?

**A.** You can't share information with fellow workers, but you can meet with your employee to express your disappointment. One key concern about any sort of personal disclosure of EAP information is the reaction by fellow workers to whatever is disclosed and whether this causes any to question the degree of confidentiality offered by the program. If your employee has shared information related to your confrontation and it is untrue and disruptive to the workplace, it might be important to gauge whether this requires some sort of corrective response in your meeting with the employee. This situation you describe underscores the importance of ensuring your work unit or department is continually aware of the EAP, especially of its confidential nature. This message of confidentiality should have a continual presence within the organization so it overcomes any questions or concern about it.



*A Division of Child and Family Service*

### ***Taking Care of the Human Side of Hawaii's Businesses***

Your Local Employee Assistance Program (EAP)  
(808) 543-8445

Neighbor Islands and After Hours: (800) 994-3571  
[www.WorkLifeHawaii.org](http://www.WorkLifeHawaii.org)

Central Office: 91-1841 Fort Weaver Road, Ewa Beach, HI 96706



### Thinking about Quitting Your Job?



**B**efore you quit a job, consider the issues prompting the desire to leave. Two-thirds of workers cite conflicts with bosses and co-workers as leading reasons they left. The commonality of these problems means that EAPs have extensive experience with them. That's good news. Discussing the issues may lead to a decision to retain your job and finally resolve problems you were convinced had no solutions.

### Do You Live with a Problem Gambler?



**I**f you live with someone who gambles, does a gambling disorder disrupt your life? Gam-Anon is a starting point for getting help. This free program is for family, friends, loved ones, and concerned persons affected by another person's gambling. Gam-Anon offers support and answers. Fellowship members can offer their experience, which may also help you discover what to do, how to intervene, and how to take care of yourself in a relationship with a problem gambler. *Learn more at [GamblersAnonymous.org](http://GamblersAnonymous.org) [click on the "Gam-Anon" tab]. You can join a regularly scheduled virtual meeting.*

### Supporting a Partner with Anxiety



**I**f you are in a relationship with someone who suffers from anxiety, feeling helpless is a common experience you share. Still, your support is extremely valuable. To offer support, don't dismiss their anxiety, worries, or fears. Don't try to shorten the episode. Do ask how you can help, and offer reassurance—"This will pass," "I'm here for you," etc. Nearly 60% of people who suffer from anxiety haven't explored getting treatment for it, so encouraging medical evaluation may be a key step if social and occupational functioning suffer. Do not allow the stigma of a mental health diagnosis to inhibit getting help. Most people with anxiety disorders don't suffer continuously, so intermittent symptoms can lead you to delay treatment. *Learn more from [adaa.org](http://adaa.org), the Anxiety and Depression Association of America, or [w.anxietycanada.com](http://w.anxietycanada.com)*

### On-the-Job Accident Prevention "Law of Large Numbers"



**T**he federal Occupational Health and Safety Administration (OSHA) requires fall protection at different elevations—from as little as four feet in construction to greater than eight feet for those who load and unload ships. If you resist using fall protection because you aren't nervous working at great heights, consider the mathematical construct called the "Law of Large Numbers." It states that the likelihood of an undesired event increases the larger the number of instances that occur relative to it. Translation: The odds of your falling increase! The 16th-century math genius who conceptualized the principle never proved it, but insurance companies rely upon it. And so should you. Protect yourself from falls (and other injuries) by following all your employer's safety rules.

### How to Feel More Secure about Your Job



**F**eeling insecure about the ability to do your job, making a positive impression, and how you are perceived by others? To feel centered and more confident: 1) Set goals for the day, week, and near future. You will be motivated by feeling directed. 2) Define the steps to how these goals will be achieved. This maintains the motivation you generated. 3) Engage. Feeling insecure can cause you to withdraw or delay communication with others, so be proactive with your team or others with whom you mutually depend to achieve results. 4) Talk to a professional counselor/EAP, and feel the relief that comes with sharing stress and processing fears. 5) Track your successes.

## Overcoming the Impact of COVID-19 Lockdown



COVID-19 lockdowns have had a severe effect on mental health for millions of people this past year. Depression, isolation, and loads of adverse social consequences are as endemic as the virus itself. One key intervention is keeping a list of projects and tasks for completion to fill one's free time. This strategy is not simply a way to help you stay distracted. The strategy helps you feel in control with an ability to direct your life. Gaining relief from this sense of entrapment is the goal of activities that give you more of a sense of control. Be balanced in how much you engage in social media. It may increase your sense of belonging and feeling engaged with friends and loved ones, but during this time, the "missing out syndrome" and the false "everyone seems better off than me" can have a more stark effect. So, stay aware.

## Presenteeism Working While Sick



Presenteeism is what happens when workers who are ill, injured, or otherwise physically or mentally unwell feel obligated to show up and put their best face forward. Some workers have a mistaken belief that dedicated employees put everything else on the back burner to prioritize their jobs. When you engage in presenteeism, you are less likely to perform your duties well and are at risk for making costly, even deadly mistakes. If you feel pressured, in a jam, or caught in life circumstances that compel you to work even if you are ill, talk to your employee assistance program or other mental health counselor. You'll team with a professional to examine all the issues. Whether it is how to communicate needs to your supervisor, negotiate, delegate, find resources, think through options, or explore whatever works, it is likely that answers exist so you remain or become the productive and fully present employee you and employer want you to be.

## Time Management: Finding Time Nuggets



Most of us have the same goal with time—to get more stuff done with the amount we have. To maximize the value of your time, first accept that you can't gain more time, but you can manage it better. You are already managing your time; it's just that you may not be maximizing the returns. Start by tracking what you do for four or five hours in a typical business day. That's long enough to gain significant insight. Note what you have been doing every 15 minutes. Use a kitchen timer to stick with the process. Did you discover any time nuggets? These are blocks of time that typically get burned up by nonproductive activity. If you were idle for a few minutes, did you feel a draw to your email or social media? Decide how you can exploit these blocks by using a to-do list, in which you record plans, steps to your goals, and dozens of tasks that take mere minutes but you never seem to get to throughout the year. Reach for this list when the urge to defocus strikes. Instead of social media or another email check, head for your list. Evaluate your progress after three days.



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Central Office: 1001 Bishop St., Ste. 780 Honolulu, HI 96813